



## Important Changes to Purchasing Procedures

Dear Supplier,

Kildare County Council are implementing the following changes to our purchasing procedures from Monday 31<sup>st</sup> August 2015. Purchase Orders must match the goods/services that have been received and must then match the invoice.

1. Invoices received must have a valid **Purchase Order Number**. If there is no Purchase Order Number the invoice will **NOT** be paid but will be rejected and returned to you. To ensure that there are no delays with payment please request a Purchase Order number when goods and/or services are being ordered from you. Please ensure that you quote a price to the person ordering the goods and/or services. Goods should be received to the quality and quantity that is expected.

A valid invoice must include the following information:

- a) Valid Kildare County Council Purchase Order Number
  - b) Invoice Number
  - c) Date of Invoice
  - d) VAT NO./PPS NO. where applicable.
  - e) Current rate of VAT/Reverse Charge.
2. Paper invoices must be submitted directly to the **Accounts Payable Section** and not to the section who ordered the goods/services:  
Accounts Payable Section,  
Kildare County Council,  
Aras Chill Dara,  
Devoy Park,  
Naas,  
Co. Kildare.
  3. Electronic invoices must be emailed in a PDF format to the following e-mail address: [accountspayable@kildarecoco.ie](mailto:accountspayable@kildarecoco.ie)
  4. Please submit your invoice once only – either by post or email not both.

This change in procedures may require you to amend how you currently do business with us. Thank you for your co-operation. If you have any queries regarding this letter please contact [accountspayable@kildarecoco.ie](mailto:accountspayable@kildarecoco.ie)

Yours faithfully,

Eileen Hanlon,  
Head of Finance  
13th August 2015